LOC Chair Status Report:
- Brenda gave an update on Assessment Liaison retreat that took place on November 3-4. As part of the college report-out at the retreat she introduced the work that GRCC LOC is doing to merge the previous outcomes database information into the CAR reporting system and discussed the continuation of your CWLO review cycle.
- Conference leaders gave an update on major system-wide initiatives related to student success, e-learning and faculty learning committees. Brenda also attended a group discussion on assessing college-wide outcomes.

Budget
As discussed during the last meeting of spring 2011, the LOC budget was reduced to $50,000 from $60,000. Some preliminary discussion took place during that May meeting, and members were e-mailed a copy of the budget worksheets and requested to make suggestions as to how funds would be distributed. The general consensus once again was to continue with assessment committee work as it exists and cut funding from some of the other areas such as summer institute and conference attendance. Brenda will draft a budget based on the recommendations.

QSR Assessment Team
The chair reported to the committee that despite multiple inquiries of past participants, division chairs and personal invitation, only two interested persons had been identified for the QSR assessment committee at this date. The committee discussed alternatives in the matter, including extending or delaying the cycle by one year. The general consensus was that it makes sense, in light of the reduced budget and the benefit of additional time to follow up on recommendations, to extend the assessment cycle not only for QSR, but other CWLO committees as well. Brenda will present a proposal regarding this matter at the next scheduled IC meeting.

Discuss response to the Written Communications Assessment Team report
Per last meeting request, members presented the findings of the report to divisions and brought feedback. There were no specific concerns or area of interest indicated. Katy proposed that as a follow up to the report, an LOC subcommittee be formed to devise ways to respond to the report findings. She, July, and Ann agreed to form that subcommittee.

Disposing/retaining student work from CWLO committees
Pat Carter presented a draft proposal for disposing/retained student work. See document Retention Policy: Student Work Products Used for Assessment Projects. The committee discussed location of files, access to files, and retention period. A retention period the
length of the accreditation cycle seemed appropriate and access by the LOC chair and the administrative and EVP representatives to the committee were agreed upon. Brenda will update the draft with the approved language and inquire before the next meeting about possible storage space.

**Other**
PA&I project language and funding was tabled once again until Fia Eliasson-Creek can be in attendance to discuss further.
No other items of business.

Respectfully submitted by
Brenda Bindschatel, LOC chairperson
11/23/2011